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BASIC

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TITLE	Basic Supervision
OBJECTIVE	Effective management at the level of the first-line supervisor
PREREQUISITES	Top Secret clearance GS-5 through GS-14 Present or anticipated supervisory assignment
ENROLLMENT	8 to 18
DURATION	Two weeks - 4 hours each morning (40 hours), plus from 10-15 hours' unclassified reading outside scheduled class time
LOCATION	Headquarters

The course is for persons from all major components at all levels through GS-14 who are directly responsible for personnel at the first working level. The objective is to orient the first-line supervisor to the responsibilities and authority which are characteristic of first-line supervision throughout the Agency. Presentations at the GS-13 and GS-14 level are titled "Supervision for Intelligence Officers" and are specifically geared to those individuals whose main responsibility is substantive research but who also have some management responsibility as project leaders or who otherwise direct other analysts or technical personnel.

The course assumes that most students are carrying their own production workload, and that supervisory responsibilities are in addition to, and not in place of, their substantive, technical or production assignments. Particular emphasis is given problems of person-to-person relationships as the supervisor meets them in his responsibilities for training, communicating, planning and disciplining. Selected aspects of organization, leadership and control are also dealt with.

Each successive course is offered to a specified group, for example, GS-9 - GS-12, so that supervisors of a given general level of responsibility work together and so that specific course content can be adjusted to the needs and capacity of the participants. A limited number of non-supervisors being prepared for supervisory positions can be accepted.

The course content includes: reading, lectures, and group discussions of problem cases. Through these means students are guided in applying basic principles of sound management to the situations in which they are working.

TITLE Basic Management

OBJECTIVE Effective management at the Branch Chief supervisory level

PREREQUISITES Top Secret clearance
GS-11 through GS-15

ENROLLMENT 8 to 20

DURATION Two weeks - 4 hours each morning (40 hours), plus 10 to 20 hours of unclassified outside reading

LOCATION Headquarters

The course is aimed primarily at the level of the Branch Chief, but is open to personnel above and below that level. Each successive course is offered to a specified group, for example, GS-12 through GS-14, so that supervisors of a given general level of responsibility work together. Students in the course are assumed to have at least one lower echelon of supervisors under their direction; for example, section heads. It is presumed that substantially full time on the job is spent in management activities (planning, directing, coordinating and controlling), rather than in direct substantive work. The course covers elements of management which are common to middle levels in DD/I, DD/S, and DD/P.

The course contains the following major elements: (1) a highly generalized job analysis of middle management responsibilities in the Agency; (2) a limited amount of general doctrine current in the field of management; (3) discussion of specific management techniques in use in Agency components; and (4) group analysis of problem situations and of case histories.

At every point the course emphasizes the student's responsibility for translating his own background of experience and the information exchanged in the course into the terms and problems of his current job assignment. He is encouraged to define his problems as specifically as possible, to select a line of attack, and to undertake his own solutions. The 40 hours of the course span two weeks in half-day sessions, so that students may maintain daily contact with their offices and apply ideas of the classroom to the job situation.

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TITLE Clerical Orientation

OBJECTIVES Acquaintance with the Agency mission, functions, and procedures within the national intelligence framework

Preparation for Agency clerical service

PREREQUISITE Secret clearance

ENROLLMENT 5 to 32

DURATION Three days (24 hours)

LOCATION Headquarters

This course is designed to orient all new clerical personnel to the Agency and its relative position within the national intelligence community. [REDACTED] and Agency office procedures and practices such as telephoning, filing, correspondence, and security.

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X B-11 - *discontinued*

TITLE Clerical Reorientation

OBJECTIVES Reorientation to Agency mission, functions, and procedures within the national intelligence framework

Review of current clerical problems

PREREQUISITES Secret clearance

One year of Agency clerical experience

ENROLLMENT 15 to 20

DURATION One day (7 hours)

LOCATION Headquarters

This course is designed for experienced clerical personnel who will, in the supervisor's opinion, benefit from an up-to-the minute condensation of the three-day Clerical Orientation Course. It includes current information on Agency organization and the intelligence community. It provides for discussion of common clerical problems, analysis of clerical responsibilities, and refinement of clerical and related skills.

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TITLE	English Usage
OBJECTIVES	Review of basic grammar principles which include parts of speech, their effective use in sentences, and sentence structure
	Review of fundamental and practical rules of punctuation and capitalization
	The use of the dictionary, and the systematic study of word usage with emphasis on confusing words
PREREQUISITES	Secret clearance
	Pretest
ENROLLMENT	5 to 15
DURATION	Four weeks - $1\frac{1}{4}$ hours per day (25 hours)
LOCATION	Headquarters

NOTE

Courses B-12, 13, 14, 15, 16, 17, 18, and 19 comprise the Refresher Training program.

B-13

SECRET/CIA OFFICIALS ONLY

TITLE Shorthand Theory Review

OBJECTIVES Review of Gregg shorthand theory

Dictation speed of 60 words per minute on practiced material

ILLEGIB PREREQUISITES Secret clearance

Basic knowledge of Gregg shorthand theory

Pretest

ENROLLMENT 5 to 20

DURATION Four weeks - 1½ hours per day (30 hours)

LOCATION Headquarters

B-14

TITLE Introductory Shorthand Dictation

OBJECTIVES Review of Gregg shorthand theory

Dictation speed of 60 words per minute

PREREQUISITES Secret clearance

Pretest or achievement of objectives in preceding class (Dictation speed of 60 words per minute on practiced material)

ENROLLMENT 5 to 20

DURATION Four weeks - 1 hour per day (20 hours)

LOCATION Headquarters

SECRET/CIA OFFICIALS ONLY

TITLE Intermediate Shorthand Dictation

OBJECTIVES Review of Gregg shorthand theory
Dictation speed of 80 words per minute

PREREQUISITES Secret clearance
Pretest or achievement of objectives in preceding class
(Dictation speed of 60 words per minute)

ENROLLMENT 5 to 20

DURATION Four weeks - $1\frac{1}{2}$ hours per day (30 hours)

LOCATION Headquarters

B-16

TITLE Advanced Shorthand Dictation

OBJECTIVES Stenographic practice in Agency terminology
Dictation speed of 100 words per minute

PREREQUISITES Secret clearance
Pretest or achievement of objectives in preceding class
(Dictation speed of 80 words per minute)

ENROLLMENT 5 to 20

DURATION Four weeks - $1\frac{1}{2}$ hours per day (30 hours)

LOCATION Headquarters

TITLE Non-clerical Basic Typing

OBJECTIVE Introduction to typing for non-clerical personnel who will find the machine a helpful, occasional tool in the preparation of notes, memos, and drafts

PREREQUISITE Secret clearance

ENROLLMENT 15 to 30

DURATION Eight weeks - 45 minutes per day (30 hours) - (Scheduling of the course is sometimes on Agency time, sometimes on student's time)

LOCATION Headquarters

B-18

TITLE Typing Techniques Review

OBJECTIVES Review of keyboard and basic techniques

Development of speed and accuracy

40 net words per minute on a ten-minute timed writing

PREREQUISITES Secret clearance

Basic knowledge of the keyboard

Pretest

ENROLLMENT 5 to 15

DURATION Four weeks - 1 hour per day (20 hours)

LOCATION Headquarters

TITLE	Advanced Typing
OBJECTIVES	Refine techniques Increase speed and accuracy
PREREQUISITES	Secret clearance Pretest or achievement of objectives in preceding class (40 net words per minute on a ten-minute timed writing)
ENROLLMENT	5 to 15
DURATION	Four weeks - 1 hour per day (20 hours)
LOCATION	Headquarters

TITLE Instructional Techniques

OBJECTIVES Teaching methods and techniques as practiced in the Office of Training

Capabilities of Office of Training for instructional support

PREREQUISITE Top Secret clearance

ENROLLMENT 10 to 20

DURATION One week (40 hours)

LOCATION Headquarters

This course introduces students to the principles and methods of teaching and learning, including the advantages and uses of visual and aural aids. Emphasis is placed on self-improvement and the instructional techniques employed in the Office of Training.

Students prepare lesson plans and present lectures or demonstrations in subjects of their own choosing. Directed discussions help to point out strong points and defects of the presentations. Methods of preparation of training aids and this organization's capabilities to supply all types of training aids, from posters and charts through films to sand tables and three-dimensional aids, are discussed.

In cases where a sponsoring office requests that a student be given specialized instruction, on-the-job tutorial training with senior instructors will be provided.

TITLE	Effective Writing
OBJECTIVES	<p>To study those principles of exact, clear, forceful, expository writing which must be possessed as minimum skills by any employee who writes or supervises writing activities</p> <p>To investigate and practice the most effective methods of organizing and presenting material for specific purposes</p> <p>To sharpen, through study and practice, the capacity to perform accurate, logical thinking, and to show the essential relationship between good thinking and good writing</p>
ENROLLMENT	20
DURATION	20 hours - two 1-hour sessions per week for ten weeks
LOCATION	Headquarters

The course is designed for professional employees at all levels throughout the Agency. It includes lectures, practical exercises and critiques. In addition to group discussions, the course provides as much individual assistance on writing problems as time or circumstances permit.

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B-22 Approved For Release 1999/09/10 : CIA-RDP78-03921A000100050005-7
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TITLE Management (Special)

OBJECTIVE Effective management at intermediate and higher supervisory levels

PREREQUISITES Top Secret clearance
GS-12 through GS-16

ENROLLMENT 12 to 18

DURATION 35 to 60 hours (Part-time or full-time, as requested)

LOCATION Headquarters, or as otherwise designated

This is a special course, flexible as to content and schedule, designed to meet any needs of particular Agency components for basic management training which cannot be met satisfactorily by the regularly scheduled presentations of the Basic Management Course.

The course is presented only as requested by the Agency component or components desiring the coverage and is developed by the OTR staff in collaboration with the requesting component. Requests should provide sufficient lead time for the preparation of the type of presentation desired. Further information can be obtained from the Chief, Management Training, OTR, extension 2761.